



Parent Handbook

A HIGH-QUALITY CHILD-CARE PROGRAM SERVING YOU AT TWO SITES

Hesston Community **Child Development Center**

441 Neufeld Drive
6 weeks – 5 years
620-327-3775
620-327-3786 (fax)
www.hesstonchildcare.org

Kids Connect **School-Age Program**

Hesston Elementary School
300 E. Amos
Kindergarten – 12 years of age
316-327-3775
620-327-3786 (fax)
www.hesstonchildcare.org



MISSION

To help each child develop to their full potential in a caring,
Christian, intergenerational environment.

LICENSING

Hesston Community Child Development Center is licensed by the Kansas Department of Health and Environment (KDHE), with care offered for up to 99 children ages 6 weeks to 6 years of age. Kids Connect School Age Program is licensed to care for 56 school-aged children, kindergarten to 12 years, before and after school and when full day service is needed for Inservice days and camps.

We welcome children with all abilities. Our goal is to create a safe environment for all children in our care.

We have been in existence since 1976 and have a long history of providing high quality early care and education for the children of Hesston and the surrounding community. We strive to meet the criteria of the National Accreditation of Early Child Programs in all areas of our program.

GENERAL PURPOSE

The purpose of the Child Development Center is to be of service to the child, the parent, and the community. The child and his/her needs shall be the dominant factor in determining the services offered. Honest efforts will be made to provide loving care, adequate supervision, wholesome recreation, and stimulating learning experiences for all children, in order to help them develop well-rounded personalities.

Preschool years are important years when a child's basic patterns of life are being formed. They are beginning years when a child's academic foundations are being built. They are prime years when children form attitudes, establish values, and find they are persons of worth. Our aim is to provide a stimulating, creative, positive, and secure learning environment, to develop the child's overall skills and self-concept.

The Child Development Center does not replace the home-it complements it. It provides experiences with other children and adults under the supervision of trained personnel. This does not take the place of true love and understanding from parents and other family members.

HOURS AND HOLIDAYS

Hesston Community Child Development Center is open from 5:45 a.m. to 6:00 p.m., Monday through Friday.

The Center is closed on these major holidays: Labor Day, Thanksgiving Thursday and Friday, Christmas Eve Day through New Year's Day, Good Friday, Memorial Day and July 4th.

We also close for all-staff In-Service the day before the new school year begins in August.

At the New School Year a new calendar will be given out.

When USD#460 Hesston closes because of bad weather prior to our opening business hours, we will also be closed. If they let out early, we will remain open until normal closing time.

Single days will be reimbursed. If there are two or more days of closure in one month, we will refund half of the days missed.

THREE AREAS OF EMPHASIS:

- Nature
- Intergenerational
- Conflict Resolution



NATURE

We feel it is vital to reconnect today's children with the outside world. Our Fairy Garden is a great welcoming sight with hands-on experience for families as they walk up to our front entrance. Our "Touch of the Prairie" garden is a place where families can walk through and experience wild flowers and natural prairie habitat. Outside our multi-purpose room is our "B Garden" for bugs, bees, butterflies and birds. The toddlers have their own garden with vegetables and flowers and the preschoolers will be experiencing nature and caring for plants in new locations. Each classroom has access to an outdoor patio just outside of their classroom. All of our children spend many hours at the nearby Dyck Arboretum and on walks around the Hesston College campus.



INTERGENERATIONAL

Our unique center was purposefully built to promote many levels of interactions with the residents of Schowalter Villa.



Intergenerational Continued...



Observation through large windows into our multi-purpose room and infant/toddler rooms as well as low outside windows in each classroom.

Visits each week by all children to various halls and family rooms at the Villa.

Special planned activities in our large room, in the Villa lounges, or on “Main Street”, the connecting link between our buildings and the courtyards.

Informal interactions as children are outside playing, as visitors come to the classroom or as the children go for ice cream at Mullet Place.

Residents as teacher-aides in our classroom occasionally.

As a result of these interactions our children show less fear of the elderly, learn compassion for them, become more accepting of differences, and gain firsthand knowledge of life cycles.

CONFLICT RESOLUTION

Hesston Child Development Center believes strongly in teaching children to resolve conflicts. We use the same four step method that is taught in the Elementary School. The first two steps are taught as soon as the child begins to speak. Our older classrooms are taught all four steps.

1. STOP – the conflict
2. SAY & LISTEN – tell each other how you feel
3. THINK – of ways to solve your differences
4. CHOOSE – a mutually acceptable solution



Methods for Helping Children Solve Problems Peacefully

Infant and Toddler age

- Teachers say for infants and encourage toddlers to say “Please stop,” when conflict is occurring. Also good for infants to hear, “Zeb say, ‘I don’t like that’”
- Teachers say “Be gentle or Soft touch, when instructing children in peaceful interactions.
- Teachers show and help children carry out appropriate touch as young children often do not know what a soft touch is.
- Teachers help expand the language they may have by saying “Courtney does not like to be hit.” “It hurts Taylor when you touch him in that way.” “Use your words, tell him you do not like that.”
- Teachers will help children see results of their actions. “See how Courtney feels. She is crying.”

2-year old’s and young Preschool age

- Teachers follow same techniques as for Infants and Toddlers.
- Teachers stress “Use your words instead of hitting, biting, kicking.”
- Teachers also stress the importance of listening to what the other child is saying. “Listen to his words.”
- Teachers help children learn to say “Please don’t hit me”, “Please stop.”
- Teachers help children tell the other child exactly what behavior they do not like.
- Teachers begin exploring with the children what they can do to make the situation better. Sometimes a hug, maybe saying I’m sorry, or finding a way to solve differences. (Saying “I’m sorry” doesn’t always fix it)



Older Preschool and PreK age

- Teachers use previous methods.
- Teachers help children recognize the conflict as their problem.
- Teachers use the “STOP, SAY, THINK, CHOOSE” steps.

All the above steps are great ways for Conflict Resolution to take place in each and every classroom.

SCHOOL AGE PROGRAM

“KIDS CONNECT”

Kindergarten and school-aged children can be dropped off at the Elementary School after 6:15 a.m. At 7:30 they will go to the lunch room for breakfast. We provide half day care for kindergartners and go with them to lunch at the school as needed until full day school is in session. Children in grades Kindergarten to 12 years of age report to the School-Age Program in the E.S. basement after school. The school age program closes at 6:00 p.m.

DAILY SCHEDULE

INTERGENERATIONAL CENTER

- 5:45 am Free play as children arrive in the Big Room
- 7:30am Classes start to break off into their own rooms as their teachers arrive
- 8:00 am Breakfast
- 8:30 am Brush teeth, Diapering/Bathroom/Handwashing
- 9:00am Class starts for the day, each class has their own routine
- 10:30 am Outdoor Play
- 11:00 am Lunch
- 11:45 am Brush teeth/bathroom/handwashing/rest time
- 12-2:30 pm Children awake/ free choice activities
- 2:30pm Diapering/Bathroom/Handwashing
- 2:45 pm Snack
- 3:00 pm Circle or group activities
- 3:45 pm Outdoor/indoor free play until children are picked up
- 4:30pm Classroom start to combine in the Big Room for end of day
- 6:00 pm Center closes

THE PROGRAM

Because children learn best through play, every classroom offers a wide variety of developmentally appropriate materials and activities for purposeful play. These are designed to promote children's social, emotional, physical, intellectual, and language development. A lesson plan and daily schedule of activities are posted on each classroom bulletin board.

CHILDREN IN THE INFANT ROOM:

- Eat and nap according to their own schedules, often rock gently on the lap of a loving teacher
- Play peek-a-boo with a teacher
- Smile at themselves in the mirror
- Look at picture books
- Roll balls, Tummy Time
- Crawl to grasp a bright toy
- Relax quietly in a swing
- Listen and dance to music
- Go outdoors every day for a short time weather permitting
- Walk through the halls of the Villa

CHILDREN IN THE TODDLER ROOMS:

- Begin to use their words to express needs and wants
- Learn to use gentle touches
- Experiment with crayons, paint, clay and other media
- Visit the Grandmas & Grandpas at the Villa weekly
- Work simple puzzles
- Play take-apart and put together toys
- Learn simple songs and finger plays
- Listen to short picture books
- Play "make believe"
- Learn to use the toilet
- Feed themselves with forks and spoons
- Run jump and climb outdoors every day weather permitting
- Sing and play to music with teacher

The Program Continued...

CHILDREN IN THE PRESCHOOL ROOMS:

- Talk informally throughout the day as they play
- Build with blocks
- Experiment with writing
- Participate in fine motor activities such as playdough, paints, crayons, chalk, scissors, puzzles and manipulatives
- Run, jump, slide, swing and ride trikes outdoors every day, weather permitting
- Participate in family style meals
- Use the toilet independently
- Learn about colors, shapes, numbers and alphabet letters through playful activities
- Practice solving interpersonal problems peaceably
- Take walks to points of interest
- Older classrooms visit the library bi-weekly
- Participate in intergenerational activities with Schowalter Villa
- Have daily music activities

DISCIPLINE POLICY

We view discipline as teaching children to control themselves, so they are able to function safely and appropriately in their environment, and to become more loving in their relationships with others.

Punishment which is humiliating, frightening, or physically harmful to the child is prohibited. Verbal abuse, threats, or derogatory remarks about the child are not allowed. Children at the Center are not allowed to hurt another child or the teacher (physically or to hurt their feelings), or to destroy property. A "time-out" or "quiet time" to help the child gain control of his/her actions can be used by the teacher if it seems necessary. Conflicts between children are settled by the children, with guidance from or mediation help from a teacher. We believe it is important for children to learn methods of settling differences themselves. The developmental level of the child is always taken into consideration when dealing with behavior.

HEALTH AND ILLNESS

A pre-entrance health assessment, conducted by an approved nurse or by a licensed physician, is required by the State for each child. Immunizations must be kept up-to-date. If your child is going to be absent, please notify the Center in the morning. Only well children will be admitted each day. No child with a temperature above 101 degrees, diarrhea, vomiting, or a contagious disease will be allowed at the Center. Child should be fever free for 24 hours following a fever without any medication. Children will be sent home for any of the above if they occur at the school. We follow the guidelines set out by KDHE. In case of illness or emergency, the parent will be notified. We will administer medication, but the following steps must be followed:

1. All prescription medication must be in the original container and must be prescribed for the child to whom the medication is to be given. The label on the container must contain the child's name, physician's name, pharmacist, medication, dosage, frequency, starting date and expiration date, if applicable.
2. All non-prescription medicine must have the child's name and the dosage on the outside of the container.
3. Parents must fill out a pink Prescription Medication Authorization form for any kind of medication. Be sure to specify for how long this medication is to be given.
4. Appropriate dispenser must be provided with any liquid medication.

MEALS

Healthful nutritious breakfasts, lunches, and snacks are served daily, following standards of the Federal and State Child Care Food Program. Menus are posted on the bulletin boards and available for pick up every month. All children, except for infants and toddlers, serve themselves family style. Children are encouraged to eat all food that they take, and taste a tiny bit of everything. All children with allergies or diet restrictions need to fill out a Meal Modification form. This helps us meet your child's nutritional restriction. Children are encouraged to brush their teeth after eating breakfast and lunch per KDHE policy. Toothbrushes are provided by our Center.

NAPTIME

All children are required to take naps/rest after lunch. Please bring a small pillow and blanket, and a stuffed animal, if desired, marked with your child's name, for naptime. These will be sent home to be laundered every Friday. These items need to fit comfortably in the space provided by the teaching staff.

CLOTHING

Your child will be most comfortable dressed in washable, sturdy play clothes that will give freedom to participate in all types of preschool activities. Due to the high level of activity at the Center, we request that all children have an extra set of clothes at the Center at all times. All clothing should be marked with the child's name and be appropriate for the weather. This includes boots, gloves, caps, and jackets during the winter months or rainy weather. Swimsuits are frequently used in summer. Please return promptly any clothing that does not belong to the child, if sent home. Disposable diapers are preferred for young children who are not yet toilet trained. Our staff will assist parents with toilet training.

TOYS

Children are NOT permitted to bring toys, other than for naptime or Show-and-Tell. Before and after sharing times, the toys from home will be stored in the child's individual container for personal possessions. We will not be responsible for these toys. Pets and other animals should not be brought to the Center, for health and safety reasons unless approved by the Administration Team.

ENROLLMENT

Application to the Hesston Child Development Center can be made at any time by registering on line on our wait list at our web site www.hesstonchildcare.org, or by contacting the Assistant Program Director. Parents and children are invited to come for a pre-registration visit to meet the staff and observe the school. Enrollment materials include this Parent Handbook, an Enrollment Form with emergency information and authorizations, a Health Form, an Authorization for Emergency Medical Care, Walking Permission Slip and Permission for Intergenerational Activities and Photos, and a Child Care Food Program enrollment form that needs to be updated in July of each year. There is a \$10 enrollment fee to cover cost of materials.

Before the child begins care, the parents must meet with the Administration Team to sign a Financial Agreement for the desired days of care they will need, and pay the \$10 enrollment fee, plus the cost of the first week's tuition. The Financial Agreement is renewed each year and can be changed at any time by notifying the Administration Team in writing.

Enrollment Continued...

To hold a slot for more than two weeks we require payment of two days per week. Vacation credit may not be used to hold a slot during a child's extended absence. Vacation credit is offered on an earned basis only and not in advance of the time it is actually earned. In addition, vacation credit will be offered in consecutive days in increments equal to a child's weekly attendance schedule. We will no longer break apart the one week of vacation credit as has been done in previous years.

Fees are due in advance. Statements come out on the 1st of the month, showing the amount owed for the next month, plus any extra charges incurred the previous month. A minimum payment of half of the tuition is due by the 10th of the month and a 1% late fee may be charged after that time. The remaining balance needs to be paid no later than the 20th of the month to prevent accruing a late fee. If at the end of the month the fee is still not paid, the Center reserves the right to refuse further service. There is a \$25 charge on returned checks.

Your child's enrollment will be terminated if you fail to make payment as scheduled or if you fall one month behind in payment without making a specific plan for catching up. Upon termination, the outstanding amount is turned over for collection.

Your rate will remain the same whether your child is here or not, including National holidays when the Center is closed. Parents will not be charged for the week between Christmas and New Year's, or the Friday following Thanksgiving.

There is generally a fee increase each August.

Enrollment Fee: \$10.00 per child + 1 weeks tuition
Late pick-up fee (after 6:00 p.m.) \$20.00/hour with a \$10.00 minimum
Family deductions for more than one child from the same family <ol style="list-style-type: none">1. Youngest child pays full price2. Additional children at 90% of regular charge3. No deductions for hourly or preschool rate

Fees include all meals and snacks served during the time of attendance, plus a preschool program. *Families with varying schedules need to pay for any days they may need.* At the time of enrollment, all parents meet with the Administration Team to sign a contract for the desired days of care they will need. The contract is renewed each year in July and can be changed at any time by notifying the Director in writing. New enrollees must also pay the \$10 enrollment fee plus the first one week of care that will be applied to first month's bill. It is non-refundable.

FIRST DAY CHECKLIST



The following are needed the first day:

1. Enrollment Application
2. Health and Medical Forms
3. Emergency Medical Release
4. CACFP Form
5. Change of clothes for the appropriate season
6. A small blanket, pillow, and stuffed animal for nap time.

, it is determined that the child's needs cannot be met by the program..

SAFETY

The Center is responsible for exercising reasonable care for the safety and welfare of the children, and will make every effort to protect the health and safety of each child.

Hesston Community Child Development Center voluntarily elected to carry an accident policy for injuries to children while in our care. It is important to understand this is only an "excess" policy and not primary. It is not intended to and does not replace health insurance coverage which the family has or could have acquired. The term "excess" means this policy only applies after any other available health insurance is collected. This is provided by a \$10 annual fee, per child which is charged in the Fall.

The Medical Release form provides authorization for the staff to arrange for emergency medical care, in case of accident or injury if the parent cannot be contacted immediately. Incident report forms are filled out for any problem occurring during the day and put in the child's tub or parent mailbox. Fire drills, tornado drills or intruder drills are conducted once a month for safety. The evacuation plan is posted for your information. Special permission is secured for all field trips requiring transportation in a motor vehicle. The phone number in our tornado shelter is 620-327-3784. If we are in lock down you will not be able to pick up your child. (Hesston school protocol)

Children are only released to parents or persons listed as official pick-up people on the enrollment form. Written permission, or in an emergency, a phone call from parents, is required if other people are going to pick up your child.

DROP OFF AT THE CHILD DEVELOPMENT CENTER

We ask that each child be taken to their classroom or the room that the child's class is at, at the time of drop off. Parents/caregivers need to verbally communicate with the teaching staff when their child is dropped off. This ensures that children are arriving safely and that any messages or information that might need to be passed on can. Children also need to be signed in on the clock in computer at the front desk.

PICK UP FROM THE CHILD DEVELOPMENT CENTER

For your child's safety, only an authorized adult may pick up your child, as stated on your application form. Written authorization must be provided to the office, either on the child information card, or in a signed dated note submitted to the office. If we do not have your authorization in writing, or a phone call that someone else will be picking up your child, we will try to contact a parent to get authorization. If parents are not able to be reached, your child will stay at school with a staff member until an authorized adult arrives. For your child's safety, any authorized person picking up for the first time may be required to show photo ID.

PARKING

We rely upon parents to ensure children's safety in the parking lot at all times. Parents are asked to bring their children into the classroom each day and to come into school at pick-up time. It is not safe to leave younger children unattended in the car in the parking lot, even briefly. Vehicles should not be left running. Remember that young children are not easily seen by drivers and should not run unaccompanied outside of center. Even running around the back of a car unaccompanied is a safety concern. Young children should hold hands and be escorted directly to the vehicle. This is a great time to start teaching pedestrian safety. Teaching them to use crosswalks properly and advise that walking, running, or horse playing in a parking lot is unacceptable.

TERMINATION

We ask that two weeks' notice be given by the parent prior to terminating a child's enrollment. Prepaid attendance beyond the two weeks will be refunded.

A child's enrollment at the center may be terminated if, in the opinion of staff and after consultation with the parents

THE STAFF

The staff meets all qualifications in keeping with State and Federal requirements for licensing and certification, and exhibits skill and interest in working with children. Each teacher is required to attend 12-15 hours of in-service training every year.

There is a staff pictorial directory located inside the classroom hallway on the left side of the entrance. There is also a staffing update board for parents to use as a reference when dropping off their child. This information is helpful for parents and guardians to identify staff names with faces and to recognize if their child's teacher has a substitute on any particular day.

ADMINISTRATION TEAM

Naomi Reyes: Administrator/ Program Director

naomir@hesstonchildcare.org 620-327-3775

Paula Quastad: Assistant Program Director

paulaq@hesstonchildcare.org 620-327-3781

The Administration team strives to welcome families in a Christ-Centered manner. They stand firm and open of their faith and come to The Lord when a matter may arise and guidance is needed. Frequently they meet for time of Prayer and Devotion. If you find yourself in need of prayer, feel free to ask the Administration team to pray with you. There also is a Prayer Request box that sits near the front door on Paula's desk. This box is available for request to be placed in, and then when the Administration team meets, your request will be read and prayer will be lifted up.

19 Again I say unto you, that if two of you shall agree on earth as touching anything that they shall ask, it shall be done for them of my Father which is in heaven. Matthew 18:19 (KJV)

PARENT INVOLVEMENT

Hesston Child Development Center requires that for the child's safety and for record keeping, the parent sign the child in on arrival and out when picking up. (We would appreciate only adults using this computer.)

Communication between staff and parents is vital to maintaining the best quality of care for each child. Items of importance to the well-being of the child should be communicated on a daily basis between the parent and teacher. A bulletin board at the entrance to each room provides space to exchange messages and to share information about special events, etc. Lesson plans are posted weekly in on the parent board, and a monthly newsletter sent to the parents to share information pertaining to the class. Center-wide newsletters are sent out as needed to share information of general concern. Parent teacher conferences are held annually in the spring, and in fall by request. Starting Summer of '19 each classroom started using ClassDojo as a form of communication with parents.

We provide parents with daily forms that the teacher completes to inform you of your child's mood, diaper changes, meals, naptime along with what your child explored in. These will be in your child's cubby in their room for you to check when you pick up your toddler. Our older classrooms provide a written daily summary on the Parent Board. Individual daily communication can be done as needed.

On the day closest to your child's birthday, the Center will have a small celebration. Parents are invited to be present at lunch or snack and can bring a simple, healthful treat to share if they wish. Please notify the staff in advance, as we have children with allergies in the classrooms. We want to keep the environment safe for everyone, while having an enjoyable celebration for your child's special day.

Children always enjoy having parents share special talents with their class, come for lunch or help with class parties.

You are welcome to visit the Center at any time and are encouraged to talk with our staff about any concerns you may have. You will have a chance to evaluate the center on an annual basis. The administration is always open to receive your suggestions and concerns.

Each year we hold an Annual Fund Raiser with our Community Pig Roast. This is a great time of Fun and Fellowship. Families of our program current and past, along with members of the community join us for a delicious meal and activities for the whole family. This event would not be possible if it were not for the generous donations of funds and time from the community families and local businesses. If you are interested in helping out with this event please see the Administration Team.

NEGOTIATION OF DIFFERENCES

Just as we feel it very important to teach young children how to solve problems, we are also eager to talk through any differences in philosophy or practice that may occur. Concerns with fees or finances should be brought first to the Administrator. Classroom concerns should be first discussed with your child's teacher, the Administration team will also help as needed. If you feel that you have not been heard, you can contact the Board Members for an appointment to present your concern to the board.

CHILD CARE BOARD

Over fifty percent of our Board of Directors is made up of parent representatives selected at the beginning of the calendar year. We hold open Board meetings monthly at the Center. Any parent interested in serving on this board should contact the director.

A list of Current Board Members and their contact information will be given at Fall enrollment.



Psalm 127:3-5

Behold, children are a gift of the LORD, the fruit of the womb is a reward.
Like arrows in the hand of a warrior, so are the children of one's youth.

Long Non-discrimination Statement

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